

User Manual
Transmittal Reporting Software
Fourth Edition

Connecticut Teachers' Retirement Board

Effective July 1, 2004

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Introduction

This software application was developed by the Connecticut Teachers' Retirement Board (TRB) to facilitate the monthly reporting of contribution and demographic information to TRB's new Manage Membership System. The latest version of the software incorporates the change in Mandatory Health Contributions from 1% to 1.25% of Pensionable Salary effective July 1, 2004. The software is designed to be used on personal computers (PC's) with Microsoft Windows 95, Windows 98, Windows NT, Windows 2000, Windows ME and Windows XT operating systems. The software is provided as an alternative to the Reporting Unit generating the monthly report file from its own data system. *If possible, school districts should generate the file directly from their data systems.* This is faster, more accurate and does not require duplicative manual data entry.

With monthly reports coming in from 250 reporting units, it is important to automate data transmission as much as possible. To this end, TRB has designed a system which makes use of E-mail technology. The district's payroll office PC (or some other PC within the school district, or a PC available to the school district) must be able to access the Internet and have E-mail capability in order to send the monthly report file to TRB.

When the monthly report file (hereafter called the transmittal file) is ready, the school district will send an E-mail to TRB with the transmittal file included as an attachment. Upon receipt at TRB, the transmittal will be detached from the E-mail through an automated process and will be sent automatically to the Manage Membership System where it will pass through a number of edits. If the file data passes all the edits, the data is updated to the system.

If data for one or more members in the file fails an edit(s), an exception report file is automatically produced and sent back to the district as an attachment to an E-mail from TRB. At that point, the district would make appropriate corrections and E-mail a revised transmittal to TRB. If the revised transmittal fails the edits, TRB will contact the district's payroll person directly to resolve the problem.

Getting Help

For help in using the Transmittal Software or for any other matters relating to TRB reporting please contact TRB as follows:

- Linda Hanson (860) 241-8431
- E-mail linda.hanson@po.state.ct.us **OR** paula.borysewicz@po.state.ct.us
- Fax (860) 525-6018
- Mail State Teachers' Retirement Board
21 Grand Street, 2nd Floor
Hartford, CT 06106-1500

Before Installing the Software

Submit your June 2004 Transmittal file to TRB. Create your September 2004 file using the old software. Before removing the old software and installing the new software, close the application and be sure to take a backup of your entire Data folder to a disk or network drive. Follow the directions below for removing the old software.

Installing the Software

The new employer Transmittal Software is provided on CD, including a self-install feature. Instructions for loading are as follows:

1. Exit all Windows programs
2. Place the CD in your CD-ROM drive.
3. Click on "Start".
4. Click on "Run".
5. Type in "d:\TRBsetup" (or substitute the appropriate letter for your CD-ROM drive if it is not "d").
6. Click on "OK"
7. Click "Next" to continue
8. Enter your name under the User Name
9. Select Install this application for "all users" or "only for me" and Click "Next"
10. Unless you choose otherwise through "Change", TRBSetup will install the program in C:\Program Files\TRB Transmittal Software V2. Click "Next" to continue.
11. Click on "Install"
12. Click on "Finish" to complete the setup
13. TRBSetup creates a shortcut on the desktop called "TRBTransgenV2."
14. Restore your backup copy of the data folder from disk or network drive. If this is your first installation of the TRB Transmittal Software, when you create your first transmittal file the data folder is created.

Directory Information

The setup program installs the software in the "C:\Program Files\TRB Transmittal Software V2" directory (or the directory you selected during installation). A "Data" folder is created in that directory (C:\Program Files\TRB Transmittal Software V2\Data) when you create your first transmittal file. This is where the transmittal files you create are saved for historical purposes. The Transmittal Software Program looks for transmittal files only in this directory.

Removing the Software

In the event you want to remove the original TRB Transmittal Software or the new software from your computer, follow these instructions:

1. Exit all Windows programs
2. Go to "Control Panel"
3. Click on "Add/Remove Programs"
4. Scroll to "TRB Transmittal Software" or "TRB Transmittal Software V2" and highlight it.
5. Click on the "Add/Remove" button

6. Click on “Yes” to remove.

Starting the Software

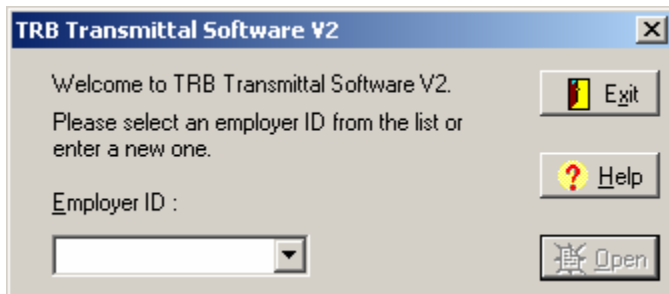
To start the Transmittal Software program, do the following:

1. Either double click on the TRBTransgenV2 icon on the Windows desktop, or...
2. Click on “Start”.
3. Go to “Programs”.
4. Go to “TRB Transmittal Software V2”
5. Click on the “TRBTransgenV2” icon, or...
6. Dbl Click on C:\Program Files\TRB Transmittal Software V2\TRBTransGenV2.exe.
7. You are in the program!

Instructions for Monthly Report Processing

Entering Employer ID Number, Name and Reporting Period

The TRB Transmittal Software V2 Program opens with the “Employer ID” screen as shown below.



The procedure for creating the initial transmittal file differs from creating all subsequent transmittal files in that you start with an empty file. For subsequent transmittals, member data from the previous transmittal is copied and you simply edit it, if necessary, and do adds and deletes.

The procedure for creating a transmittal is as follows:

1. In the case of the initial transmittal file, enter your Employer ID number in the box (Use the number given in the list of TRB reporting units beginning on page 20 of these instructions and click on “Open”. This takes you to the “Employer Name” screen. (For subsequent transmittals, simply click on your Employer ID, shown in the drop-down arrow box. If you are one of the transmittal preparers who work with several employers, enter in the Employer ID for each employer, as necessary.)

2. Enter the employer name corresponding to the listed employer ID number from the list beginning on page 20 in this manual (*be sure enter the name and employer ID exactly as shown, including capital letters*).
3. Select the month and year for the appropriate reporting period.
4. Click on “Open” and the program takes you to the “Transmittal Information” tab of the TRB Transmittal, as shown below.

Record Count	Regular Total	Health Total	Voluntary Total	Contracts Total	Grand Total
5	\$810.00	\$168.75	\$266.00	\$1,029.00	\$2,273.75

Interpreting the file Name

The file name (20040900.375 in this case) and directory location are automatically created and displayed at the top of the form and in the File Name box at the bottom. (The information in the File Name box can be highlighted, copied and pasted.) The file name identifies the specific transmittal and is interpreted as follows:

The name of the transmittal file is in this format: “**CCYYMMAR.SDT**”, where:

- CC** – Century
- YY** – Year
- MM** – Month, 01(Jan) – 12(Dec)
- A** – Amendment number (0 – 9). Amendment files with A > 0 contain members that were omitted from the original submission. Amendments can have revisions.
- R** – Revision number (0 – 9). Revisions are submitted to correct errors in the original transmittal.
- SDT** – School District/Town Code (3 digits) – same as Employer ID

Example: The transmittal name for School District 375 reporting the original transmittal for September 2004 would be **20040900.375**.

Entering Member Demographic Data

The TRB Transmittal screen has two other tabs labeled as follows, Member Demographic and Member Contributions. Click on the Member Demographic Tab. If this is the first transmittal file you are creating, a detail form for data entry will be opened. When there is a drop-down arrow next to a data field on the form, use it to select the data entry from the drop-down list. Bold-letter data elements are mandatory.

Error messages will warn you of mistakes. You may “Exit” at any time -- you will receive a message indicating the file is incomplete or has errors if these conditions exist. If you enter data and wish to change your mind, click on “Cancel” and the screen will revert to the last “Saved” condition. If you click on “Save”, the data entered in the member demographic screen will be saved.

Note 1: The “Address Effective Date” is no longer a required entry field. This date is now populated automatically with the current date when the transmittal file is processed at Teachers’ Retirement.

Note 2: In general, you cannot enter just part of the data and then move on to the next member. You must enter all of the required data or get an error message. *There is an alternative, however. If you wish to enter only some of the data for the member, you must click on the “Allow incomplete saves” box in order to be able to save the incomplete data. This feature is designed to help large districts who might not be able to complete data entry during one session, or who may wish to partially populate the transmittal from their system. The user should use caution with the “Allow incomplete saves” feature because it overrides normal data edits in some cases. The user should be sure to check the completeness and validity of the data in the transmittal before sending it to TRB. Incomplete and/or erroneous data will appear in an exception report that will be E-mailed back to the district.*

If the transmittal contains incomplete/incorrect data upon exit from the program, the “Allow incomplete saves” box will remain checked the next time the program is opened.

If all error conditions have been corrected before exit, the “Allow incomplete saves box” is automatically unchecked.

Note 3: *Do not use any punctuation (if there is any, just ignore it.*

Examples: O’connor is Oconnor and P.O. Box is PO Box);

Entering Member Contribution Data

Member Detail - C:\Program Files\TRB Transmittal Software V2\Data\20040900.375

Help Exit

Demographic Data Contribution Data

SSN : []

Member Name

Name Prefix : []

Last Name : []

First Name : []

Middle Name : []

Name Suffix : []

First Prior Next Last

Insert Delete Save Cancel

Inserting...

Member Amounts :

Pensionable Compensation :	\$0.00
Earnable Compensation :	\$0.00
FTE% :	0.00%
Regular contributions :	\$0.00
Health contributions :	\$0.00
Voluntary contributions :	\$0.00
Contract payments :	\$0.00

☐ Allow incomplete saves

When you have finished entering data for the Demographic Data tab, click on the Contribution Data tab and enter data there according to the following rules:

1. *Pensionable Compensation* is member's compensation that is subject to mandatory contributions during the reporting period (month), excluding any other compensation that the member may receive that is exempt for purposes of the retirement system. Pensionable compensation must be greater than zero and must be less than, or equal to, earnable compensation. Monthly pensionable compensation is annual pensionable compensation divided by 10. You divide by 10 because TRB operates on a 10-month year (September-June).
2. *Earnable Compensation* is defined as the maximum compensation that the member could earn on a full-time basis that would be subject to mandatory contributions. Earnable compensation must be greater than zero and must be greater than or equal to pensionable compensation. Monthly earnable compensation is annual earnable compensation divided by 10. You divide by 10 because TRB operates on a 10-month year (September-June).
3. *Full-time-equivalent percentage (FTE%)* must be greater than zero and should equal pensionable compensation divided by earnable compensation.

4. *Regular Pre-tax contributions* are currently equal to 6% of pensionable compensation.
5. ***Health Pre-tax contributions* are currently equal to 1.25% of pensionable compensation. (effective July 1, 2004)**
6. *Voluntary Post-tax deductions* are whatever the member has chosen.
7. *Contracts Post-tax deductions* are whatever the member has contracted with TRB.
8. The sum of all contributions cannot exceed the pensionable salary.

Procedures for Retroactive Adjustments

For TRB-reporting purposes, retroactive adjustments are classified as follows:

1. Wage and contribution adjustments within the school fiscal year (July-June)
2. Wage and contribution adjustments in prior fiscal years
3. Other retroactive adjustments, such as service

In the case of within-fiscal-year adjustments, you may increase the reported pensionable and earnable compensation in a given month to give a contribution amount which brings contributions current for the year. In subsequent months, you would report the correct wage and contribution amount. For example, suppose an employee received a retroactive contract adjustment in December (effective the prior September) that raised pensionable wages from \$5,000 per month to \$5,500. Reporting would be as follows:

Month	Pensionable Compensation	Earnable Contributions	Regular Contributions	Health Contributions
September	\$5,000	\$5,000	\$300	\$62.50
October	\$5,000	\$5,000	\$300	\$62.50
November	\$5,000	\$5,000	\$300	\$62.50
December	\$7,000	\$7,000	\$420	\$87.50
January	\$5,500	\$5,500	\$330	\$68.75
February	\$5,500	\$5,500	\$330	\$68.75
March	\$5,500	\$5,500	\$330	\$68.75
April	\$5,500	\$5,500	\$330	\$68.75
May	\$5,500	\$5,500	\$330	\$68.75
June	\$5,500	\$5,500	\$330	\$68.75

In the case of wage and contribution adjustments that apply to previous fiscal years, and to other kinds of retroactive adjustments regardless of when they may have occurred, the reporting unit needs to indicate in a letter to the retirement system what was reported by time period and what should have been reported. TRB will make manual adjustments to the Manage Membership System.

Completing Data Entry

The screenshot shows the 'Member Detail' window with the following fields and data:

SSN : 234-56-7890

Member Name

Name Prefix : Mr.

Last Name : Doughnut

First Name : Jelly

MiddleName : S

Name Suffix : Jr.

Demographic Data | **Contribution Data**

Member Amounts :

Pensionable Compensation :	\$5500.00
Earnable Compensation :	\$6300.00
FTE% :	87.00%
Regular contributions :	\$330.00
Health contributions :	\$55.00
Voluntary contributions :	\$200.00
Contract payments :	\$300.00

Navigation Buttons: First, Prior (<), Next (>), Last, Insert, Delete, Save, Cancel.

Footer: Browsing... ☐ Allow incomplete saves

After the demographic and contribution data have been entered for a member, click on “Save” to save the member’s data. Internal edits in the program will warn you of incorrect data situations which must be corrected before the data can be saved. As shown in the screen below, a panel appears which allows you to navigate among the saved records; “Delete” the displayed record; or “Insert” a new record.

You continue entering data until the transmittal is completed. You can “Exit” at any time and come back later. Upon clicking on “Exit”, the program shows you part of the demographic and contributions data in table form for convenient display and editing (click on the appropriate tab for the data you want).

Summary Screens

A number of functions are possible in this screen:

- Edit the data in the table by highlighting the appropriate data element. Social Security Numbers must be edited in the “Detail” view.
- Click on “Detail” to see the entire data for the member. Data may also be edited in this view.
- Click on “Sort” to sort the active column. You can also sort a column by clicking on the column name field.
- Click on “Insert” to get a blank data entry screen for a new member.

- Click on “Search” to filter records and show on screen only the records that meet the search criteria (to see all records again press “Show All”)
- Click on “Show All” to display all the member records in table format.
- Click on “Show Errors” to show member records with errors (if any).

The screenshot shows the TRB Transmittal software interface. The title bar reads "TRB Transmittal - C:\Program Files\TRB Transmittal Software V2\Data\20040900.375". The interface has three tabs: "Transmittal Information", "Member Demographic", and "Member Contributions". The "Member Demographic" tab is active, displaying a table of member records.

Last Name	First Name	SSN	Phone	Birth Date	Gender
Jones	Tom	123-45-6789	234-5212	06/16/1952	Male
Doughnut	Jelly	234-56-7890	234-3867	05/18/1951	Male
Smith	Sally	334-35-4322	234-7654	11/17/1946	Female
Jane	Doe	654-23-7776	234-5787	06/23/1945	Female
Sunflower	Nancy	987-65-4321	234-7445	06/11/1950	Female

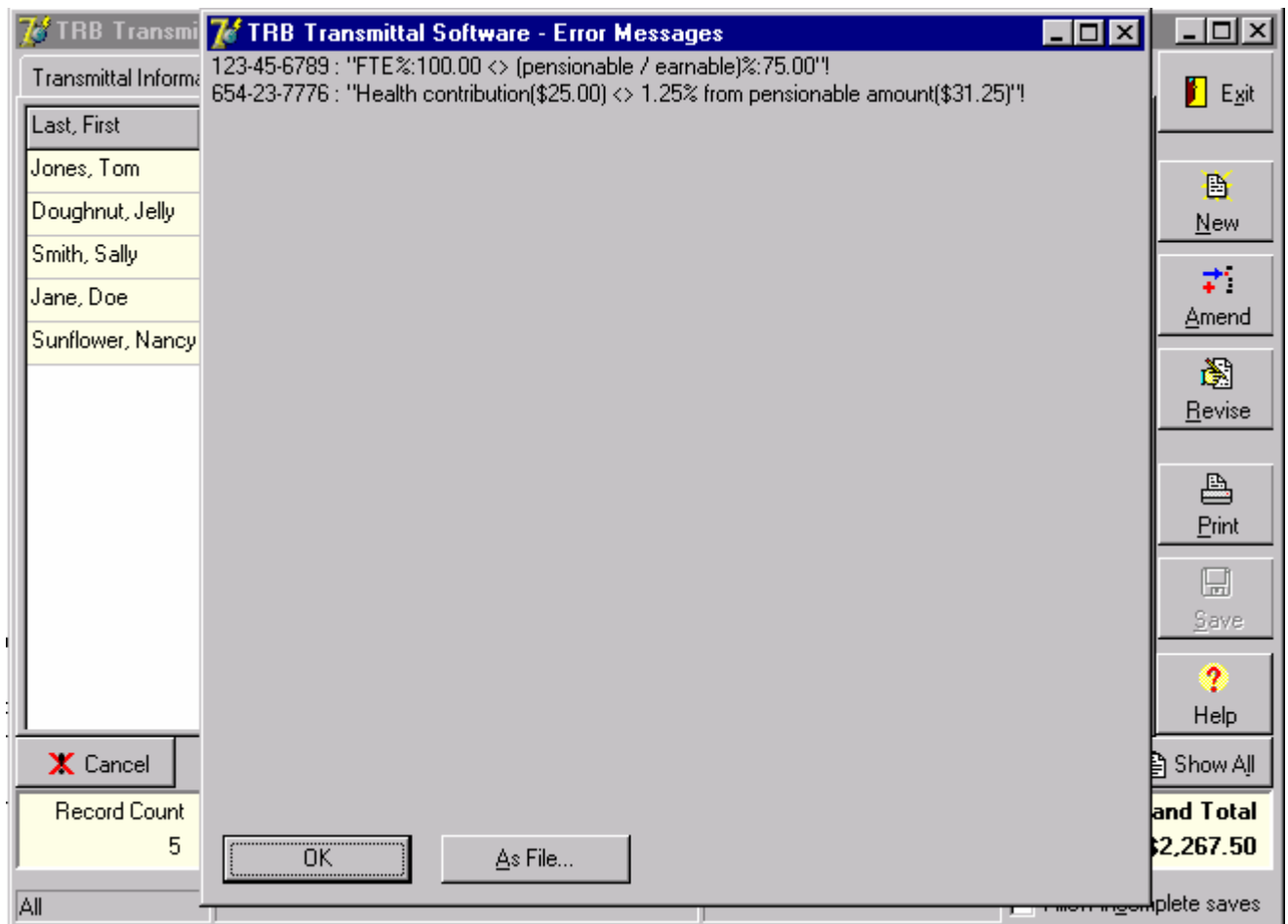
On the right side of the window, there is a vertical toolbar with buttons: Exit, New, Amend, Revise, Print, Save, and Help. At the bottom of the window, there is a horizontal toolbar with buttons: Cancel, Detail, Insert, Sort, Search, Show Errors, and Show All. Below the toolbar, a summary bar displays the following information:

Record Count	Regular Total	Health Total	Voluntary Total	Contracts Total	Grand Total
5	\$810.00	\$135.00	\$266.00	\$1,029.00	\$2,240.00

At the very bottom, there is a checkbox labeled "Allow incomplete saves" which is currently unchecked.

Record count and running totals of the contribution fields are shown at the bottom of the screen for easy reference.

The display below shows the error message dialog and a spreadsheet with an error message identifying two errors. Errors are identified by Social Security Number.



Click on “OK” and the members with errors will appear in the spreadsheet view for easy editing. Remember that some data elements (address for example) must be viewed and edited in the “Detail” view. ***It is important to check the transmittal for errors before E-mailing to TRB.***

Click on “As File...” to open Notepad with the list of error messages displayed in the current document. This document can be printed, using the “Print” function of Notepad, and can be saved as a text file, using the “Save” function of Notepad.

TRB Transmittal - C:\Program Files\TRB Transmittal Software V2\Data\20040901.375

Transmittal Information | Member Demographic | Member Contributions

Last, First	SSN	Pensionable	Earnable	FTE%	Regular	Health	Voluntary	Contracts
Jones, Tom	123-45-6789	\$3000.00	\$4000.00	100.00	\$180.00	\$37.50	\$34.00	\$53.00
Jane, Doe	654-23-7776	\$2500.00	\$2500.00	100.00	\$150.00	\$25.00	\$32.00	\$676.00

Exit

New

Amend

Revise

Print

Save

Help

Cancel Detail Insert Sort Search Show Errors Show All

Record Count	Regular Total	Health Total	Voluntary Total	Contracts Total	Grand Total
5	\$810.00	\$162.50	\$266.00	\$1,029.00	\$2,267.50

Errors

☐ Allow incomplete saves

Transmittal Files

The buttons at the right of the screen: “New”, “Amend”, “Revise” and “Print” allow you to access other important functions of the Transmittal Software.

Procedure for New Transmittal File

The “New” button is the most critical, in many respects, because clicking on it irrevocably saves the data in the transmittal. The data are available for view-only from that point on. You click on “New” only when you are ready to start work on the next month’s transmittal. *Do not click on “New” until you have E-mailed the transmittal to TRB and are certain that you are finished with amendments and revisions to the current month.*

Procedure for Amended Transmittal File

The purpose of “Amend” is to add members that were inadvertently omitted from the transmittal. You would only do an amendment after the transmittal is E-mailed to TRB

and before you click on the “New” button to begin the next month’s transmittal; i.e., you can only amend the current transmittal file. It is possible to create more than one amendment file for a given monthly report.

To create an amended file, click on the “Amend” button in the Transmittal Preparation Form. Enter Demographic Data and Contribution Data into the Member Detail screen the same as for any transmittal. Do not duplicate members that were on the initial transmittal. When you finish entering data, E-mail the amended file to TRB the same as you would the transmittal. When you eventually click on “New” to begin next month’s transmittal, the amendment is automatically merged with the initial transmittal to form a combined file. This file forms the basis for the next month’s transmittal.

Procedure for Revised Transmittal File

When TRB receives a transmittal file or an amendment file, it loads the data into the Member Management System where it undergoes an editing process. Member data which fails the edits is output in an “Exception Report” which identifies the member(s) and gives the reason the data failed the edits. The exception report is sent to the reporting unit via E-mail.

Upon receipt of an exception report, the reporting unit should make appropriate changes in its system and process a “Revised” transmittal. This must be done before the next month’s transmittal is begun (i.e., before the “New” button is clicked to start the next month’s transmittal. Clicking on the “New” button causes the previous transmittal to be read-only).

To revise a transmittal, open the Employer Software and click on the “Revise” button in the Transmittal Information tab of the Transmittal Preparation Form. Go to the Member Demographic and Member Contribution tabs and make the appropriate changes to the member data identified in the exception report. Then, E-mail the revised transmittal to TRB. *Note: Change only member data identified on the Exception Report. Changes to other members’ data will not be recognized by the Manage Membership System. If there are other changes you want to make to the transmittal in question, or other transmittals, these must be mailed, faxed, or E-mailed to TRB and processed manually.*

Procedure for Reports

You can generate two types of printed reports for a transmittal. Click the “Print” button and select the type of report you need:

- Demographic information
- Transaction information.

A sample demographic information report is shown below.

HIGHLINE BD OF ED**Members - September 2004 Transmittal**

N	SSN # / Gender	Name / Address	Phone / E-Mail	Birth Day / Marital Status
1.	123-45-6789 Male	Mr. Jones, Tom A., Jr. 34 Willow Street, Apartment 23 Highline, CT 06004-3453	(860) 234-5212 / 34 234@aol.com	06/18/1952 Married
2.	234-56-7890 Male	Mr. Doughnut, Jelly S., Jr. 128 W Pine ST, Apartment #9 Highline, CT 06075-6523	(860) 234-3867 / 43 jsd@aol.com	05/18/1951 Married
3.	334-35-4322 Female	Ms. Smith, Sally 1543 Hickory Lane Highline, CT 06075	(860) 234-7654 / 34	11/17/1946 Unknown
4.	654-23-7776 Female	Ms. Jane, Doe S. 23 South Oak Highline, CT 06783-2354	(860) 234-5787 jdoo@yahoo.com	06/23/1945 Divorced
5.	987-65-4321 Female	Miss Sunflower, Nancy S. Town Road Highline, CT 06075	(860) 234-7445 sunflow@hotmail.com	06/11/1950 Single

5 record(s)

Following is a sample transaction information report.

HIGHLINE BD OF ED**Transactions - September 2004 Transmittal**

N	SSN #	Name	Pensionable	FTE%	Regular	Health	Voluntary	Contract
1.	123-45-6789	Jones, Tom A.	\$3000.00	75.00%	\$180.00	\$37.50	\$34.00	\$53.00
2.	234-56-7890	Doughnut, Jelly S.	\$5500.00	87.00%	\$330.00	\$68.75	\$200.00	\$300.00
3.	334-35-4322	Smith, Sally	\$1000.00	100.00%	\$60.00	\$12.50	\$0.00	\$0.00
4.	654-23-7776	Jane, Doe S.	\$2500.00	100.00%	\$150.00	\$31.25	\$32.00	\$676.00
5.	987-65-4321	Sunflower, Nancy S.	\$1500.00	100.00%	\$90.00	\$18.75	\$0.00	\$0.00

Totals: \$810.00 \$168.75 \$266.00 \$1029.00

Grand Total Receivables: \$2273.75

5 record(s)

Display of Historical Information

The monthly transmittals, and any amendments and revisions, are saved in the Data directory, C:\PROGRAM FILES\TRB TRANSMITTAL SOFTWARE V2\Data. To access these files (read only), click on the down-arrow in the "Use/Revise Data for" field. Arrowheads indicate the presence of amendments and revisions. The screen below shows that for the month of April 2004, there was a revision to the original transmittal and two amendments. The arrowhead by Amendment 2 shows that there is additional activity associated with it.

TRB Transmittal - C:\Program Files\TRB Transmittal Software V2\Data\20040901.375

Transmittal Information | Member Demographic | Member Contributions

Report Data

Use / Revise Data for :

September, 2004

Amendment # : 0

Revision # : 1

School Period : 1

Fiscal Year : 2005

Employer Data

Employer ID : 375

Employer Name : HIGHLINE BD OF ED

Amendment 2

Revision 1

Original submission

Transmittal File Name:

C:\Program Files\TRB Transmittal Software V2\Data\20040901.375

Important Notice

Please include the file name without the path ("20040901.375") in the body of your E-mail message!

Cancel

Record Count	Regular Total	Health Total	Voluntary Total	Contracts Total	Grand Total
5	\$810.00	\$168.75	\$266.00	\$1,029.00	\$2,273.75

Allow incomplete saves

Note that Amendment # = 0 and Revision # = 1. This reflects that September 2004 is the current report and that the first revision is being edited.

To see the detail for the original submission, the amendments and revisions, click on them. For any but the current month, the data can be viewed only, not edited.

E-mailing the Transmittal

The completed Transmittal should be attached to an E-mail message which is sent to TRB at the following address: trb.transmittal@po.state.ct.us.

*Note: If you experience difficulty with e-mailing the transmittal file to the above address, use Linda Hanson's personal email address as an alternate. Her email address is: linda.hanson@po.state.ct.us

Please include the name of the file in the body of the E-mail message (ex. "20040900.375"). This is important for correct functioning of the E-mail application at TRB.

Note: This message goes to a computer and into an automated process. It is never seen by TRB staff. ***Do not use this E-mail address for general communications.*** Instead, use the E-mail address given below.

If you have problems using the Transmittal Software, please contact Linda Hanson or Paula Borysewicz at the Connecticut Teachers' Retirement Board at:

Phone (860) 241-8431
Fax (860) 525-6018
E-mail linda.hanson@po.state.ct.us or paula.borysewicz@po.state.ct.us

Using the Exception Report

Upon receipt at TRB, the transmittal will be detached from the E-mail through an automated process and will be sent automatically to the Manage Membership System where it will pass through a number of edits. If the file data passes all the edits, the data is updated to the system.

If data for one or more members in the file fails an edit(s), an exception report file is automatically produced and sent back to the district as an attachment to an E-mail from TRB (see below). At that point, the district would make appropriate corrections and E-mail a revised transmittal to TRB. If the revised transmittal fails the edits, TRB will contact the district's payroll person directly to resolve the problem.

To: smi thd@hi gh l i nebdofed. com

Batch Number: 0375092003T0100

The following (10) items were noted during the processing of P0030900.375

- 1) (Rev.) No SDE certification record found for member (SSN=123-45-6789)
- 2) SSN 334-35-4322 was entered into the system as a new member.
- 3) SSN 234-56-7890 was entered into the system as a new member.
- 4) SSN 111-11-1111 was entered into the system as a new member.
- 5) (Rev.) No SDE certification record found for member (SSN=222-22-2222)
- 6) SSN 333-33-3333 was entered into the system as a new member.
- 7) (Rev.) No SDE certification record found for member (SSN=444-44-4444)
- 8) SSN 555-55-5555 was entered into the system as a new member.
- 9) SSN 666-66-6666 was entered into the system as a new member.
- 10) (Rev.) Member (SSN=777-77-7777) FTE changed from last month.

If any of the above new members are incorrect, please contact us at 860-241-8431 (Linda Hanson) or 8438 (Paula Borysewicz) as soon as possible to correct the errors.

We require that you correct these items and resubmit.

"Fatal" errors marked (Rev.), include but are not limited to certification errors, salary and contribution variances. These errors cannot be posted to the members account until corrected. This may result in inaccurate member statements and incorrect retirement benefits.

If you need assistance on resubmitting the correct data, please feel free to contact our office at 860-241-8431 (Linda Hanson) or 8438 (Paula Borysewicz) between the hours of 9:00 am - 4:30 pm.

You should only report members that hold proper certification for their assignment(s). Non certified members and members with incorrect certification are not eligible for retirement credit and should not be reported to TRB.

Teachers Retirement Board Friday, October 17, 2003 2:33 pm

Maintaining the Data Directory

Over the course of a year, the “Data” folder will become packed with transmittal files and clumsy to use. It is suggested that all files from the previous fiscal year, except the last monthly file (which is necessary to generate the first transmittal for the next fiscal year) be saved to another directory, perhaps C:\Program Files\TRB Transmittal Software V2\Data2004. These old transmittal files can always be copied back to the “Data” folder if it is necessary to view them.

Employer Names and ID Numbers

TRB employer names and ID numbers are given in the table below. *It is critical to enter name and number exactly as shown (including all capital letters and leading zeros) into the transmittal software screens in order for the file to be read by the TRB Manage Membership System.*

Employer Name	ID Number
ACADEMIC AWARDS/CHARTER OAK ST	270
ACES	241
AMISTAD ACADEMY	029
ANDOVER BD OF ED	001
ANSONIA BD OF ED	002
ASHFORD BD OF ED	003
ASNUNTUCK CTC	244
AVON BD OF ED	004
BARKHAMSTED BD OF ED	005
BERLIN BD OF ED	007
BETHANY BD OF ED	008
BETHEL BD OF ED	009
BLOOMFIELD BD OF ED	011
BOARD OF TRUSTEES CSU	227
BOLTON BD OF ED	012
BOZRAH BD OF ED	013
BRANFORD BD OF ED	014
BRIDGE ACADEMY CHARTER SCH	277
BRIDGEPORT BD OF ED	015
BRISTOL BD OF ED	017
BROOKFIELD BD OF ED	018
BROOKLAWN ACADEMY	006
BROOKLYN BD OF ED	019
CANAAN BD OF ED	021
CANTERBURY BD OF ED	022

Employer Name	ID Number
CANTON BD OF ED	023
CAPITAL CTC	216
CCI CHESHIRE	228
CCI NIAITIC	273
CCI SOMERS	197
CCI SUFFIELD	272
CENTRAL CSU	212
CES	240
CHAPLIN BD OF ED	024
CHESHIRE BD OF ED	025
CHESTER BD OF ED	026
CHILDRENS CENTER	275
CHILDRENS CENTER COM PROG	020
CLINTON BD OF ED	027
COLCHESTER BD OF ED	028
COLEBROOK BD OF ED	030
COLUMBIA BD OF ED	031
COMMON GROUND CHARTER SCH	278
CONN VALLEY HOSPITAL	203
CORNWALL BD OF ED	032
COVENTRY BD OF ED	033
COVENTRY SCIENCE CENTER	279
CREC	230
CROMWELL BD OF ED	034
DANBURY BD OF ED	035
DARIEN BD OF ED	036
DCF CENTRAL	245
DCF HIGH MEADOWS	198
DCF LONG LANE SCHOOL	147
DCF MENTAL HEALTH	253
DCF RIVERVIEW	258
DCYS RECG HOME	149
DEEP RIVER BD OF ED	037
DEPT OF HIGHER ED	220
DERBY BD OF ED	038
DMR REGION #2	269
DMR REGION #5	257
EAST GRANBY BD OF ED	041
EAST HADDAM BD OF ED	042
EAST HAMPTON BD OF ED	043
EAST HARTFORD BD OF ED	044
EAST HAVEN BD OF ED	045
EAST LYME BD OF ED	046
EAST WINDSOR BD OF ED	048
EASTCONN	254
EASTERN CSU	213

Employer Name	ID Number
EASTFORD BD OF ED	040
EASTON BD OF ED	047
EDUCATION CONNECTION	221
ELLA GRASSO REGIONAL CENTER	260
ELLINGTON BD OF ED	049
ENFIELD BD OF ED	050
ESSEX BD OF ED	051
EXPLORATIONS CHARTER SCH	280
FAIRFIELD BD OF ED	052
FARMINGTON BD OF ED	053
FRANKLIN BD OF ED	054
GATEWAY CTC	223
GLASTONBURY BD OF ED	055
GRANBY BD OF ED	057
GREENWICH BD OF ED	058
GRISWOLD BD OF ED	059
GROTON BD OF ED	060
GUILFORD BD OF ED	061
HAMDEN BD OF ED	063
HAMPTON BD OF ED	064
HARTFORD BD OF ED	065
HARTLAND BD OF ED	066
HEBRON BD OF ED	068
HIGHVILLE CHARTER SCH	010
HOUSATONIC CTC	217
INTEGRATED DAY SCHOOL	281
ISAAC CHARTER SCH	282
JUMOKE ACADEMY CHARTER SCH	283
KENT BD OF ED	069
KILLINGLY BD OF ED	070
LEBANON BD OF ED	072
LEDYARD BD OF ED	073
LISBON BD OF ED	074
LITCHFIELD BD OF ED	075
MADISON BD OF ED	077
MANCHESTER BD OF ED	078
MANCHESTER CTC	209
MANSFIELD BD OF ED	079
MARLBOROUGH BD OF ED	080
MERIDEN BD OF ED	081
MIDDLESEX CTC	219
MIDDLETOWN BD OF ED	085
MILFORD BD OF ED	086
MOHEGAN CTC	234
MONROE BD OF ED	087
MONTVILLE BD OF ED	088

Employer Name	ID Number
NAUGATUCK BD OF ED	090
NAUGATUCK VALLEY CTC	218
NEW BEGINNINGS	302
NEW BRITAIN BD OF ED	091
NEW CANAAN BD OF ED	092
NEW FAIRFIELD BD OF ED	093
NEW HARTFORD BD OF ED	094
NEW HAVEN BD OF ED	095
NEW HAVEN MILITARY SERVICE	191
NEW LONDON BD OF ED	097
NEW MILFORD BD OF ED	099
NEWINGTON BD OF ED	096
NEWTOWN BD OF ED	100
NORFOLK BD OF ED	101
NORTH BRANFORD BD OF ED	102
NORTH CANAAN BD OF ED	103
NORTH HAVEN BD OF ED	104
NORTH STONINGTON BD OF ED	105
NORTHWESTERN CTC	208
NORWALK BD OF ED	106
NORWALK CTC	210
NORWICH BD OF ED	107
NORWICH FREE ACADEMY	108
ODYSSEY CHARTER SCH	238
OLD SAYBROOK BD OF ED	110
ORANGE BD OF ED	111
OXFORD BD OF ED	112
PLAINFIELD BD OF ED	113
PLAINVILLE BD OF ED	114
PLYMOUTH BD OF ED	115
POMFRET BD OF ED	116
PORTLAND BD OF ED	117
PRESTON BD OF ED	118
PROJECT LEARN	242
PROJECT OCEANOLOGY	246
PUTNAM BD OF ED	120
QUINEBAUG CTC	236
REDDING BD OF ED	121
REGIONAL SCHOOL DISTRICT #1	122
REGIONAL SCHOOL DISTRICT #4	123
REGIONAL SCHOOL DISTRICT #5	124
REGIONAL SCHOOL DISTRICT #6	125
REGIONAL SCHOOL DISTRICT #7	126
REGIONAL SCHOOL DISTRICT #8	127
REGIONAL SCHOOL DISTRICT #9	194
REGIONAL SCHOOL DISTRICT #10	201

Employer Name	ID Number
REGIONAL SCHOOL DISTRICT #11	215
REGIONAL SCHOOL DISTRICT #12	222
REGIONAL SCHOOL DISTRICT #13	225
REGIONAL SCHOOL DISTRICT #14	226
REGIONAL SCHOOL DISTRICT #15	231
REGIONAL SCHOOL DISTRICT #16	233
REGIONAL SCHOOL DISTRICT #17	243
REGIONAL SCHOOL DISTRICT #18	247
REGIONAL SCHOOL DISTRICT #19	265
RIDGEFIELD BD OF ED	128
ROCKY HILL BD OF ED	129
SALEM BD OF ED	131
SALISBURY BD OF ED	132
SCOTLAND BD OF ED	133
SERVICES FOR THE BLIND	263
SEYMOUR BD OF ED	134
SHARED SERVICES	229
SHARON BD OF ED	135
SHELTON BD OF ED	136
SHERMAN BD OF ED	137
SIDE BY SIDE CHARTER SCH	284
SIMSBURY BD OF ED	138
SOMERS BD OF ED	139
SOUTH WINDSOR BD OF ED	142
SOUTHERN CSU	214
SOUTHINGTON BD OF ED	141
SPRAGUE BD OF ED	143
STAFFORD BD OF ED	144
STAMFORD BD OF ED	145
STATE BD OF ED	146
STERLING BD OF ED	150
STONINGTON BD OF ED	151
STRATFORD BD OF ED	152
SUFFIELD BD OF ED	153
SUPERVISORY DISTRICT #4	206
THOMASTON BD OF ED	154
THOMPSON BD OF ED	155
TOLLAND BD OF ED	156
TORRINGTON BD OF ED	157
TRAILBLAZERS ACADEMY	301
TRUMBULL BD OF ED	158
TUNXIS CTC	235
UConn HEALTH CENTER	271
UNION BD OF ED	159
UNIVERSITY OF CONN	186
VERNON BD OF ED	160

Employer Name	ID Number
VOLUNTOWN BD OF ED	161
WALLINGFORD BD OF ED	162
WATERBURY BD OF ED	165
WATERFORD BD OF ED	166
WATERTOWN BD OF ED	167
WEST HARTFORD BD OF ED	169
WEST HAVEN BD OF ED	170
WESTBROOK BD OF ED	168
WESTERN CSU	211
WESTON BD OF ED	171
WESTPORT BD OF ED	172
WETHERSFIELD BD OF ED	173
WILLINGTON BD OF ED	174
WILTON BD OF ED	175
WINCHESTER BD OF ED	176
WINDHAM BD OF ED	177
WINDSOR BD OF ED	178
WINDSOR LOCKS BD OF ED	179
WINSTED GILBERT SCHOOL	180
WOLCOTT BD OF ED	181
WOODBRIIDGE BD OF ED	182
WOODSTOCK ACADEMY	185
WOODSTOCK BD OF ED	184

Pre-loading the Software

A number of school districts have expressed interest in using the transmittal software but wish to do the initial data load (or partial data load) from their system rather than through manual data entry. This can be accomplished by creating a transmittal file (or partial file) according to the file format (available on the cd or from TRB). If a partial transmittal is created, missing numeric data and missing text data must be filled with blanks. Header and trailer records must be included. *The file name must be correct for year and month and with the proper extension (see page 7).*

The resulting file is copied to the transmittal software data folder (C:\Program Files\TRB Transmittal Software V2\Data) where it will be located and read by the transmittal program. In the case of a partial file, the “Allow Incomplete Saves” box must be checked to save the data. Manual data entry must then be used to add missing member information as time allows. The “Allow Incomplete Saves” box must be checked each time the transmittal program is initiated.